

MANTENO PUBLIC LIBRARY DISTRICT
BOARD MEETING
AUGUST 20, 2024

President Gale Dodge called the meeting of the Library Board of Trustees to order at 6:00 p.m. Those present were board members Gale Dodge, Beth Collier, Denise Jones, Nancy Shear, Sue Turner, Nancy Wheeler, as well as Library Director Jamie Lockwood. Absent: Cara Baldwin.

Agenda changes: None.

Approval of the Minutes: Sue Turner moved and Denise Jones seconded to approve the July, 2024 minutes for the Library Board Meeting.

Approval of the Financial Report: The Legris, Hawtree, & Assoc. Monthly Invoice was reviewed. It was noted that an invoice from Hawtree Accounting, for \$1,910.00 included itemized items with the amount of hours spent for each item that was listed. Beth Collier moved and Nancy Shear seconded to approve the July, 2024 financial report as presented.

Introduction of visitors and public comments: None.

Director's Report: Interviews for a new circulation clerk are now being held. Klein, Thorpe and Jenkins gave an online presentation on the new ADA requirements.

Received FOIA from Smart Procurement on August 8, 2024, and the requested information was sent to them.

Information was given for the Consolidated Election to be held in 2025.

Finance: E-commerce for June 2024 was \$78.75
E-commerce for July 2024 was \$147.35

Laurie Pope from Mack & Assoc. was out for field work on Aug. 20, with all requested documents gathered and ready.

A CD at Midland Bank was renewed on August 7, 2024 for a term of 6 mos. at a rate of 3.65% with the new Maturity Date on Feb. 7, 2025.

Building:
Precision Piping fixed a leak in the Men's bathroom toilet on August 1, 2024.

Langlois Roofing completed the quoted repairs on July 30, 2024.

ComEd Energy programmed all AC thermostats for better building efficiency, at a savings of \$357.00 since the end of June.

Technology: Library Projects/Activities include: IPLAR, Budget & allocation, ADA Resource Compliance & working with HR Source - Employee Handbook.

One new HotSpot has not been returned.

Library Projects/Activities: Auditor materials have been sent out and the IPLAR report is being finalized.

Friends of the Library: The scheduled events for the Friends of the Library were discussed:

Culver's Share Night will be Sept. 10, 2024, from 5:00-8:00 p.m.

Fish fry details were set for Oct. 4, 2024

Bunco event is set for October 25, 2024

Their next meeting will be held on September 3, 2024.

Monthly Statistical Report for June: Circulation (10033); New Cards (35); Computer Usage (255); People Counter (3722); Web Usage (1606); Hot Spot Usage (16) OverDrive Checkouts, Audio (334), e-books(394); Axis 360 Checkouts, Audio (33), e-books (46); Capira App, Request Item (340), Search Catalog (1193); Hoopla Borrows (218).

Programming Update

Youth Services Department Update: Jen invited to return to reading at U ARE U again this year, the first time will be in September.

Summer Reading Program 2024, "Wild About Reading" program ended on July 31.

Special Programs:

TAG, to meet on Tuesday, August 27, 2024.

Adult Programs

Regular Programs:

Not Your Mother's Book Club discussed "Into Thin Air" by Jon Krakauer

Regular Programs: Senior Social Hour; Not Your Mother's Book Club; Tuesday Book Club; Crafter-Day; Golden Gamers; Book Bingo; Pen to Paper Writers' Club.

Unfinished Business:

Beth Collier moved and Nancy Wheeler seconded to accept Ordinance NO. 24-01, the Budget and Appropriation Ordinance for the Fiscal Year July 1, 2024 to June 30, 2025.
Motion carried.

A Certified Estimate of Revenues by Source was signed by Treasurer Beth Collier.

HR Source is reviewing personnel Handbook regarding 8.5.9 Family or Medical Leave of Absence. More details forthcoming.

An audit of the Secretary's Minutes was completed by Nancy Wheeler and Nancy Shear.

New Business:

The IPLAR Report has been completed. Attached to it is a form listing the audit information for the Secretary's Minutes. The final report goes to the State Library.

Denise Jones moved and Sue Turner seconded to approve the IPLAR Report. Motion carried. Sue Turner moved and Nancy wheeler seconded to have the signatures sent electronically. Motion carried.

Nancy Shear moved and Gale Dodge seconded to approve the building insurance renewal to Utica Insurance at a payment of \$11,228.00. Motion carried.

All Information for the Consolidated Election to be held in April, 2025 was received from Director Jamie Lockwood.

Denise Jones moved and Beth Collier seconded to accept the bid of Clark Cleaning contract, to maintain a clean and professional environment for all guests visiting the library. Motion carried.

Information has not yet been received regarding the Creative Bug Renewal.

Sue Turner moved and Denise Jones seconded the addition of an amendment for specific Patron Responsibilities in the Interlibrary Loan Policy. Motion carried.

Beth Collier moved and Nancy Shear seconded to approve changes made and replacement costs adjusted in the HotSpot Policy. Motion carried.

Nancy Wheeler moved and Gale Dodge seconded the Library Director's request to purchase a new Christmas tree for the library hallway at a cost not to exceed \$300.00. Motion carried.

Correspondence included a letter of information from the Manteno Fire Dept. on their checking of equipment and uploading the information for their reports for fire alarm inspection, etc. No action taken.

With no further business Denise Jones moved and Sue Turner seconded to adjourn. Motion carried.

Respectfully submitted,

Nancy Wheeler
Secretary Pro Tem

Next Meeting Date: Tuesday, September 17, 2024